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CONTRACT

FOR

1977 -- 1979

BETWEEN

THE

FLEMINGTON-RARITAN CUSTODIAL AND SECRETARIAL ASSOCIATION

AND THE

FLEMINGTON-RARITAN REGIONAL BOARD OF EDUCATION

*Hunterdon County*

PREAMBLE

This Agreement is entered into this \_\_\_\_\_ day  
of \_\_\_\_\_ 19\_\_\_\_\_, by and between the Flemington-  
Raritan Regional School District of the County of  
Hunterdon, State of New Jersey, hereinafter called  
the "Board" and the Flemington-Raritan Custodial and  
Secretarial Association, hereinafter called the  
"Association".

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## ARTICLE I

### RECOGNITION

#### A. Unit

The Board hereby recognizes the Flemington-Raritan Custodial and Secretarial Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all custodians and secretaries under contract by the Board.

#### B. Definition of Employee

Unless otherwise indicated, the term "employee" when hereinafter used in this Agreement, shall refer to those custodians and secretaries who are employed as full-time employees performing duties normally defined as "custodial" or "secretarial" in nature.

Employees hired on a temporary or part-time basis or special employees (handicapped programs, etc.) are excluded from the unit.

#### C. Management Rights

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the School District in situations of emergency.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

#### A. Policy Changes

The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement concerning the terms and conditions of employment. The negotiations shall begin on or about October 1, of the calendar year preceding the calendar year in which this Agreement expires.

#### B. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time.

#### C. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definition

1. A "grievance" is an appeal by an employee based upon the interpretation, application, or alleged violation of this Agreement.
  2. A complaint of an employee which arises by reason of his not being re-employed shall not be grievable.
- B. A grievance to be considered under this procedure must be initiated by the employee or group of employees within fifteen (15) working days from the time the employee or group of employees knew or should have known of its occurrence.
- C. A "party in interest" is a person or persons making the claim and any person who might be required to take action or against whom action might be taken to resolve the claim.

#### D. Purpose

The purpose of this procedure is to secure, at the lowest possible level, solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept informal and confidential.

#### E. Procedure

1. Since it is important that grievances be processed rapidly, the number of days indicated at each level should be considered as maximum. The time limits specified may, however, be extended by mutual agreement and shall be exclusive of scheduled vacation and sick leave.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
3. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be considered acceptance of the decision rendered at that step.
4. Working days shall be interpreted as days when the Central Office is open.

#### F. Level I

Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally at that level.

#### Level 2

If as a result of the discussion, the matter is not resolved to the satisfaction of the employee, within five (5) working days he shall set forth his grievance in writing, on the approved form, to the Building Principal with a copy to the Association specifying:

- a) the matter in dispute, including all pertinent facts
- b) the reasons given by the supervisor for his decision
- c) counter-arguments of the grievant
- d) the grievant's request

This document shall contain all points to be included in the grievance. The Principal shall respond in writing specifically to the points raised by the grievance, introduce any additional reasons for his decision, and conclude with his reasoned decision within six (6) working days of receipt of the written grievance.

#### Level 3

The employee, no later than six (6) working days after receipt of the Principal's decision, may appeal the decision to the Superintendent of Schools. The appeal shall include the document submitted by the grievant at Level 2, a copy of the Supervisor's reply, and the reasons for the appeal. The Superintendent or his designee shall hold a hearing with the parties to discuss the written documents and shall attempt to resolve the matter, but within a period not to exceed ten (10) working days. The Superintendent or his designee shall communicate his decision, with reasons in writing, to the employee, the Building Principal and the Association.

#### Level 4

If the grievance is not resolved to the employee's satisfaction, the employee not later than six (6) working days after receipt of the Superintendent's decision, may request a review by the Board. The request shall be submitted, in writing, through the Secretary of the Board. It shall include reasons for requesting the review of the Superintendent's decision. The Secretary of the Board shall request all related papers from the Superintendent and forward them to the Board. The Board, or a committee thereof, shall review the grievance and may hold a hearing with the employee or render a decision with reasons, in writing, to the employee and the Association within eighteen (18) working days of receipt of the grievance by the Board.

#### Level 5

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and the Association wishes review by an Arbitrator for a grievance over the interpretation, application, or alleged violation of the Agreement, the Association shall notify the Board, through the Secretary of the Board, within ten (10) working days of receipt of the Board's decision.

G. The following procedure will be used to secure the services of an Arbitrator:

1. The Association shall request the American Arbitration Association (A.A.A.) to submit a roster of persons qualified to function as an Arbitrator in the dispute in question.
2. If the parties are unable to determine a mutually satisfactory Arbitrator from the submitted list, they will request the A.A.A. to submit a second roster of names.
3. If the parties are unable to determine a mutually satisfactory Arbitrator from the second submitted list within ten (10) working days of the initial request for Arbitration, the A.A.A. may be requested, by either party, to designate an Arbitrator. Both parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an Arbitrator.
4. The Arbitrator so selected shall confer with the representatives of the Association and the Board, shall hold hearings promptly, and shall issue the decision, not later than twenty (20) days from the date of the close of hearings, or, if oral hearings have been waived, then he shall issue

his decision not later than twenty (20) days from the date on which the final statements and proofs on the issues were submitted to him. The Arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The Arbitrator shall be limited to the issues submitted and shall consider nothing else. The Arbitrator can add nothing to nor subtract anything from the Agreement between the parties. The decision of the Arbitrator shall be submitted to the Board and the Association and shall be binding on both parties.

5. Only the aggrieved, the Association, and the Board shall receive copies of the Arbitrator's decision.
6. Each party shall pay their own attorney fees and then share all other costs equally.

H. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Forms for filing grievances shall be prepared jointly by the Superintendent or his designee and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall be conducted privately and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

ARTICLE IV

EMPLOYEE'S RIGHTS AND PRIVILEGES

- A. Whenever any employee is required to appear before the Superintendent, Board, or, any committee or member thereof concerning any matter which will adversely affect the continuation of the employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and/or to represent him during such meeting interview.
- B. An employee may be represented at any time by a representative of his or her own choosing.
- C. Any action by the Board, or any agent thereof, which results in an employee being disciplined, reprimanded or reduced in compensation, which said employee alleges was without just cause shall be subject to the grievance procedure.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- B. Representatives of the Association, the New Jersey Education Association, and

the National Education Association shall be permitted to transact official Association business on school property, provided that this shall not interfere with nor interrupt normal school operations. These representatives shall secure prior approval of the Building Principal in conformance with the Board Policy for use of School Buildings.

- C. The Association shall have the right to use the interschool mail facilities and the school mail boxes for official Association business without the approval of the Building Principal or other members of the Administration.
- D. The Board shall permit a designated regular member of the Association to visit the schools to investigate working conditions, employee complaints or problems, or for any other purposes relating to the terms and conditions of this Agreement. Such visits shall be conducted before and after normal working hours.

## ARTICLE VI

### DAILY WORK HOURS

#### A. General

- 1. Schedule for the workday shall be established by the immediate supervisor and/or the Building Principal.
- 2. In scheduling lunch hours and daily work hours, the first consideration shall be the needs of the school, with the final decision being the responsibility of the Principal.

#### B. Work Day - Custodians

- 1. The work day shall consist of eight (8) hours including a thirty (30) minute lunch hour and two fifteen (15) minute "Coffee Breaks".
- 2. On days when school is not in session, the work day shall consist of eight (8) hours including a sixty (60) minute lunch hour.
- 3. Custodial Schedule Posting: Work schedules showing the employee's shifts, work days, and hours shall be posted in each school. All employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Any involuntary change shall be subject to Article X of this Agreement.
- 4. Custodial Clean-Up Period: Employees shall be granted a fifteen (15) minute period prior to the end of the work shift in which to put away equipment and supplies. This article is not be construed as a shortening of the work day.

#### C. Work Day - Secretaries

- 1. The work day shall consist of seven (7) hours and twenty (20) minutes exclusive of a forty (40) minute lunch hour. An additional break-time of twenty (20) minutes shall be allowed as arranged with the Principal.
- 2. On days when school is not in session, the work day shall consist of six (6) hours including a sixty (60) minute lunch hour.

## ARTICLE VII

### OVERTIME

#### A. Definition

Overtime is defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before or after daily work hours.

1. All overtime will be rounded to the nearest 1/4 hour at the end of each pay period. This will be remunerated at the rate of time and a half the hourly salary.
2. There shall be a one (1) hour minimum in all cases where an employee stays to work overtime.
3. Overtime on Holidays, as designated in Schedule "B", shall be remunerated at the rate of two times the hourly salary. The employee may, however, work on a Holiday at regular pay and receive compensatory time equivalent to the time worked as approved by the Building Principal.

#### B. Responsibility

It shall be responsibility of the Building Principal to designate an employee or employees to work overtime according to the following procedure:

1. In a situation where the requirement for overtime is not known in advance, employees shall be requested to work overtime, in their respective building, in order of seniority.
2. If the situation requiring the overtime is known in advance, a rotation system for requesting overtime will be used to provide an equal opportunity for all employees to work overtime.
3. The above does not apply if the senior employee is not qualified to perform the overtime work required.

#### C. Call Time and Overtime

1. An employee called in to work outside of his regularly scheduled shift shall be paid a minimum of two (2) hours.
2. Overtime shall be paid at the rate of time and one-half of the employee's regular hourly rate of pay. For the purpose of determining the work week the following shall be counted as regular work days:
  - a. Holidays - as designated in Schedule "B"
  - b. Paid sick days
  - c. Paid personal days
  - d. Paid vacation days
  - e. Other approved paid leave

## ARTICLE VIII

### VACATION AND HOLIDAYS

#### A. Vacation Schedule

1. Vacation eligibility shall be determined as of the date of employment. Vacation time shall be accrued according to the following:

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>ELIGIBLE WEEKS</u>
6 months - 1 year	1
1 - 5	2
6 - 10	3
11 or more	4

2. In scheduling vacations, first consideration shall be the needs of the school, after which seniority shall be governing.
3. Vacation time shall be scheduled during summer and when school is not in session. This shall be subject to the recommendation of the immediate supervisor and approved by the Building Principal.
4. Vacation time may only be accumulated a maximum of two (2) years.

B. Holiday Schedule

1. The Holiday schedule shall be developed by the Board each year but shall not be less than fourteen (14) days.
2. The Holiday schedule will be attached to this Agreement as Schedule "B".

ARTICLE IX

EMPLOYMENT PROCEDURES

A. Evaluation Procedure

All new employees shall be evaluated during their probationary period. In addition, all employees shall be evaluated by the Administrator in charge at least one (1) time in each school year, to be followed in each instance by a written evaluation report, on the approved form, and by a conference between the employee and the Administrator in charge of that employee for the purpose of identifying deficiencies and extending assistance for their correction. Written evaluations shall be completed by April 1st of each year.

1. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
2. An employee shall be given a copy of any visit or evaluation report at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central Office, placed in an employee's file or otherwise acted upon without prior conference with the employee, unless the employee does not avail himself of a conference within thirty (30) calendar days from the receipt of the evaluation.

3. Reports:

Evaluation reports shall be presented to each employee by his Building Principal in accordance with the following procedures:

- a. Such reports shall be issued in the name of the Building Principal based on a compilation of reports and observations by any or all supervisory personnel who come in contact with the employee in a supervisory capacity.
- b. Such reports shall be addressed to the employee.
- c. Such reports shall be written on the prescribed approved form and

shall include, when pertinent:

- (1) Strengths of the employee as evidenced during the period since the previous report.
- (2) Weaknesses of the employee as evidenced during the period since the previous report.
- (3) Specific suggestions as to measures which the employee might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- (4) When appropriate, recommendation for salary guide placement and contract renewal.

#### **4. Personnel Records**

##### **A. File**

An employee shall have the right, upon request, to review the contents of his personnel file and to receive copies, at Board expense, of any documents contained therein. Any employee shall be entitled to have a representative of the Association accompany him during such review.

##### **B. Derogatory Material**

No material derogatory to an employee's conduct, service, character, or personality shall be placed in his personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. If the employee fails to sign the evaluation within thirty (30) days of the employee's receipt of such material for review, the evaluation will be placed in the file noting that the thirty (30) day limit for signature had expired. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

##### **C. Resignation**

1. An employee who is resigning from his position shall give three (3) weeks written notice.
2. Accrued vacation shall be paid according to the proportion of full months worked to the total contract year.

##### **D. Notification**

1. Employees shall be notified of their contract and salary status for the ensuing year no later than April 30th.
2. Each employee shall be placed on his/her proper step of the salary guide as of July 1, 1977, subject to withholding increment as according to Law.

##### **E. Probationary Period**

The probation period for custodians shall consist of ninety (90) days beginning with the date of employment.

## ARTICLE X

### VOLUNTARY AND INVOLUNTARY TRANSFERS AND REASSIGNMENTS

#### A. Voluntary Transfer/Promotion

1. No later than five (5) working days following the known availability of any custodial/secretarial position in the District, a notice shall be posted. Applications, concerning this vacancy from Association members, must be received within five (5) workdays of the notice to be considered as a candidate for this position. Notice of the decision shall be posted within five (5) days after official action by the Board.
2. Employees who desire a change in rank and/or assignment or who desire to transfer to another building may file a written request of such desire at any time via their Building Principal to the Superintendent. Such request shall include rank, position, and the school or schools to which the employee desires to be transferred, in order of preference. As openings occur, these requests will be considered.

#### B. Involuntary Transfer

1. Notice of an involuntary transfer or reassignment shall be given to the employee at least ten (10) working days prior to transfer or reassignment.
2. Any involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the appropriate supervisor, at which time the employee shall be notified of the reason thereof. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee, the Superintendent or his designee shall meet with the employee.

## ARTICLE XI

### SICK LEAVE

- A. All employees shall be entitled to twelve (12) sick leave days, with pay, each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. The Board shall not pay for unused sick leave upon termination of employment.
- C. Sick Leave days for the first year of employment shall be calculated at the rate of one (1) day per month worked.

## ARTICLE XII

### TEMPORARY LEAVES OF ABSENCE

- A. As of July 1, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each fiscal year:
  1. Two (2) personal business days shall be granted upon the approval of the employee's request. Such a day may involve: personal business, legal, household or family matters. Application, to the employee's Principal via immediate superior, for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies), stating the reason.

- 2. Five (5) days leave of absence with pay, will be granted upon request when a death occurs in the immediate family:- immediate family is defined to include husband, wife, father, mother, son, daughter, husband's parents and wife's parents. When individual circumstances are such that a close relative other than those defined as members of the immediate family, should be considered as a member of the immediate family, a special request may be granted by the Building Principal not to exceed three (3) days.
- 3. A maximum of three (3) days leave of absence to attend religious services may be granted, with pay, upon request, and with the approval of the Administrator in charge.

#### ARTICLE XIII

##### EXTENDED LEAVES OF ABSENCES

- A. A maternity leave of absence will be governed by the official Board Policy.
- B. Extended leaves of absence due to illness will be governed by official Board Policy.

#### ARTICLE XIV

##### PROTECTION OF EMPLOYEES

- A. Secretaries shall not be required to supervise children in the school office or classroom, except in cases of extreme emergency.
- B. Secretarial instructions pertaining to work or schedules are to be governed by the Administrator in charge only.
- C. Employees shall not be required to use their private vehicles nor required to drive students.
- D. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior.  
2. Such notification shall be immediately forwarded to the Superintendent or his designee, who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police and the courts.
- E. 1. The Board shall reimburse employees for any loss, damage or destruction of clothing or personal property, or automobile of the employee while on duty.  
2. The Board shall reimburse an employee for the cost of medical, surgical, or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of employment.
- F. Provisions in this Article shall be consistent with the extent of the Board's insurance coverage.

## ARTICLE XV

### INSURANCE PROTECTION

- A. The Board shall carry master insurance contracts which it shall make available to each employee including Blue Cross, Medical Surgical, Major Medical and Prescription Program protection. The Board agrees to provide full family coverage of one dollar Co-Pay prescription drugs, Blue Cross (including Rider J), Blue Shield and Major Medical. The Board will provide full family coverage for Dental Insurance.
- B. Individuals on leave without pay or who retire shall have the privilege of being covered under the group plans upon payment of the appropriate premiums and with the consent of the specific insurance company involved.

## ARTICLE XVI

### MISCELLANEOUS PROVISIONS

- A. This Agreement incorporates the entire understanding of the parties on all matters which are or could have been the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any other matter, whether or not covered by this Agreement or whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement, except as required by Law.

#### B. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

#### C. Compliance between Individual Contract and Master Agreement

An individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

#### D. Printing Agreement

Copies of this Agreement shall be printed with the expense shared equally between the Board and the Association within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board.

E. Custodial Uniforms

1. The Board shall provide each custodian with two (2) uniforms upon successful completion of the ninety (90) day probationary period.
2. The Board agrees to replace worn out uniforms when turned in by custodian on a one for one basis.

F. The Board shall reimburse Secretaries/Custodians for courses taken with prior approval of the Superintendent.

G. For the purpose of determining years of experience for placement on the salary guide, service of six (6) months from the date of employment constitutes one year.

H. No more than three (3) years credit for related experience shall be granted new employees.

I. 1. One custodial representative may be granted two (2) non-working days, with pay, to attend the N.J.E.A. Convention, if such time is requested.

2. All Secretaries shall be allowed two days, with pay, to attend the N.J.E.A. Convention.

J. An unsatisfactory evaluation may result in the withholding of all or part of a salary increment.

K. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision (s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

- |                                    |   |
|------------------------------------|---|
| 1. If by Association to Board at:  | 31 Bonnell Street<br>Flemington, New Jersey 08822 |
| 2. If by Board, to Association at: | 31 Bonnell Street<br>Flemington, New Jersey 08822 |

## ARTICLE XVII

### DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1977 and shall continue in effect until June 30, 1979 subject to the Association's right to negotiate over a successor Agreement as provided in Article II.
- B. This Agreement shall not be extended orally.
- C. Negotiations may be reopened at any time by mutual consent of the Board and the Association.
- D. IN WITNESS THEREOF, the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

FLEMINGTON-RARITAN CUSTODIAL  
AND SECRETARIAL ASSOCIATION

FLEMINGTON-RARITAN REGIONAL  
BOARD OF EDUCATION

BY \_\_\_\_\_  
PRESIDENT

BY \_\_\_\_\_  
PRESIDENT

BY \_\_\_\_\_  
SECRETARY

SEAL

## SCHEDULE A

## CUSTODIANS

SALARY SCHEDULE 1977- 1978

<u>STEP</u>	<u>AMOUNT</u>
1	6,600.
2	7,100.
3	7,700.
4	8,300.
5	8,900.
6	9,600.
7	10,300.

## I. ADDITIONAL COMPENSATION:

- a. Black Seal Boiler License - \$ 100. to be paid the first payday in December
- b. Head Custodian will receive the following additional amounts:  
 Barley Sheaf - \$ 517.50  
 Robert Hunter - \$ 710.00  
 Reading-Fleming- \$ 1,272.50
- c. In the absence of a Head Custodian for a period of more than one (1) consecutive week a temporary replacement will be appointed by the Building Principal. This replacement will be paid hourly according to the above Head Custodian salary schedule. This differential will be in addition to his regularly established pay:  
 Barley Sheaf - \$.25 per hour  
 Robert Hunter - \$.31 per hour  
 Reading-Fleming- \$.61 per hour
- d. Longevity Increase - Custodians who have completed one (1) full year at step 7 will receive an additional remuneration of \$ 500. above step 7.

SCHEDULE A

CUSTODIANS

SALARY SCHEDULE 1978-79

STEP	AMOUNT
1	6,700.
2	7,200.
3	7,800.
4	8,400.
5	9,000.
6	9,700.
7	10,400.

I. ADDITIONAL COMPENSATION:

- a. Black Seal Boiler License - \$ 100. to be paid the first payday in December
- b. Head Custodian will receive the following additional amounts:
  - Barley Sheaf - \$.517.50
  - Robert Hunter - \$ 710.00
  - Reading-Fleming-\$ 1,272.50
- c. In the absence of a Head Custodian for a period of more than one (1) consecutive week a temporary replacement will be appointed by the Building Principal. This replacement will be paid hourly according to the above Head Custodian salary schedule. This differential will be in addition to his regularly established pay:
  - Barley Sheaf - \$.25 per hour
  - Robert Hunter - \$.31 per hour
  - Reading-Fleming- \$.61 per hour
- d. Longevity Increase - Custodians who have completed one(1) full year at step 7 will receive an additional remuneration of \$ 500. above step 7.  
  
Custodians having completed one (1) full year over and above step 7 will receive an additional remuneration of \$ 700. above step 7.

## SCHEDULE A

## SECRETARIES

## SALARY SCHEDULE 1977-78

STEP	ADMINISTRATIVE SECRETARY FULL-TIME ONLY	SECRETARY (40 HOURS)		CLERK-TYPIST (40 HOURS)	
		12 Mos.	10 Mos.	12 Mos.	10 Mos.
1	5,850.	5,700.	5,118.	5,000.	3,750.
2	6,175.	6,000.	5,393.	5,250.	3,950.
3	6,500.	6,300.	5,668.	5,500.	4,150.
4	6,825.	6,600.	5,943.	5,750.	4,350.
5	7,150.	6,900.	6,218.	6,000.	4,550.
6	7,475.	7,200.	6,493.	6,250.	4,750.
7	7,800.	7,500.	6,768.	6,500.	4,950.
8	8,125.	7,800.	7,043.	6,800.	5,150.

## LONGEVITY INCREASES:

- a. 12 Month Employee - Any Secretaries having completed one (1) full year at step 8 will receive an additional remuneration of \$ 500. above step 8.
- b. 10 Month Employee - Any Secretaries having completed one(1) full year at step 8 will receive an additional remuneration of \$ 400. above step 8.

Both A and B would also apply to the category of Clerk-Typist

## SCHEDULE A

## SECRETARIES

SALARY SCHEDULE 1978-79

<u>STEP</u>	<u>ADMINISTRATIVE SECRETARY FULL-TIME ONLY</u>	<u>SECRETARY (40 HOURS)</u>	<u>CLERK-TYPIST (40 HOURS)</u>		
		12 Mos.	10 Mos.	12 MOS.	10 Mos.
1	6,050.	5,900.	5,318.	5,200.	3,950.
2	6,375.	6,200.	5,593.	5,450.	4,150.
3	6,700.	6,500.	5,868.	5,700.	4,350.
4	7,025.	6,800.	6,143.	5,950.	4,550.
5	7,350.	7,100.	6,418.	6,200.	4,750.
6	7,675.	7,400.	6,693.	6,450.	4,950.
7	8,000.	7,700.	6,968.	6,700.	5,150.
8	8,325.	8,000.	7,243.	7,000.	5,350.

## LONGEVITY INCREASES:

a. 12 Month Employee - Any Secretaries having completed one(1) full year at step 8 will receive an additional remuneration of \$ 500. above step 8.

Any Secretaries having completed one (1) full year over and above step 8 will receive an additional remuneration of \$ 700. above step 8.

b. 10 Month Employee - Any Secretaries having completed one (1) full year at step 8 will receive an additional remuneration of \$ 400. above step 8.

Any Secretaries having completed one (1) full year over and above step 8 will receive an additional remuneration of \$ 550. above step 8.

Both A and B would also apply to the category of Clerk-Typist

FLEMINGTON-RARITAN PUBLIC SCHOOLS  
FLEMINGTON, N.J.

CUSTODIAL AND SECRETARIAL-CLERICAL EMPLOYEES EVALUATION REPORT

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_

1. QUALITY OF WORK

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. QUANTITY OF WORK

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. COOPERATION

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. DEPENDABILITY

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_

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5. KNOWLEDGE OF JOB

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_

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6. JUDGEMENT

ABOVE AVERAGE

GOOD

ACCEPTABLE

FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_

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7. ATTENDANCE

ABOVE AVERAGE  
 GOOD

ACCEPTABLE  
 FAIR

UNSATISFACTORY

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. SUMMARY & CONTRACTUAL RECOMMENDATIONS:

EMPLOYEE COMMENT: \_\_\_\_\_

SIGNATURE OF EVALUATOR

TITLE

DATE

SIGNATURE OF EMPLOYEE EVALUATED

DATE

Remarks: EACH OF THE EIGHT MAJOR AREAS SHOULD RECEIVE DETAILED EXPLANATION OF THE FACTORS ARRIVED AT IN DETERMINING THE APPROPRIATE CHECKS AND CONSTRUCTIVE CRITICISM OFFERED.  
SUGGESTIONS FOR IMPROVEMENT SHOULD BE OFFERED IN AREAS RECEIVING OTHER THAN ABOVE AVERAGE EVALUATIONS.

JOB DESCRIPTION -- HEAD CUSTODIAN

TITLE : HEAD CUSTODIAN

QUALIFICATIONS : 1. Ability to supervise, schedule and train custodian staff.  
2. Reasonable knowledge in the area of building and grounds maintenance.  
3. Possess valid Black Seal Boiler License.  
4. Knowledge of school and custodial supplies and equipment.

REPORTS TO : Principal

GOAL : To maintain the school buildings and grounds under his supervision in a condition suitable for use of students, staff and community.

PERFORMANCE RESPONSIBILITIES : 1. Responsible for supervising and scheduling and assignment of all custodians under his supervision.  
2. Assist in selection of building custodial employees and responsible for training in proper methods of building and ground maintenance.  
3. Maintain time records of all custodial employees and recommend for payment.  
4. Evaluate custodial staff under his supervision and direct his findings to the Principal.  
5. Inventory and recommend purchase of all custodial and school supplies.  
6. Follow established procedures for receipt of all freight and parcels.  
7. Perform all functions as required for custodians.  
8. Other duties and responsibilities as assigned by Building Principal.

JOB DESCRIPTION -- CUSTODIAN

TITLE : CUSTODIAN

QUALIFICATIONS : 1. Ability to perform custodial (cleaning and minimal repairs) responsibilities of buildings and grounds as directed.  
2. Qualify for or possess a valid black seal boiler license.

REPORTS TO : Head Custodian  
Building Principal

GOAL : To assist in maintaining the school buildings and grounds in a condition suitable for use of students, staff and community.

PERFORMANCE RESPONSIBILITIES : 1. Periodically check area of building and grounds under his responsibility during shift.  
2. Sweep, vacuum or wet mop all areas used by students.  
3. Move all refuse to disposal point daily according to established schedule.  
4. Distribute supplies and all equipment delivered to the school as directed by Head Custodian.  
5. Scrub and wax designated areas.  
6. Wet mop cafeterias, all purpose rooms and kitchens daily.  
7. Pick up papers and debris on grounds and sweep walks and entrances daily.  
8. Thoroughly clean all toilet and shower facilities daily. Replenish paper towels and soap.  
9. Maintain grounds including grass cutting, trimming, etc. and assist with snow removal.  
10. Periodically check boilers.  
11. Replace lights as needed.  
12. Operate all power equipment - power mowers, tractors, edgers, scrubbers, vacuums etc. as encountered in operation of school plant.

(Job Description - Custodian continued)

13. Follow preventive maintenance operations on all motors and heating units - grease, change filters, etc.
14. Paint areas such as custodians rooms, closets, curbs , etc. not designated in annual budget.
15. Assist in fire drills as directed.
16. Prepare areas as requested for use of district groups or outside agencies.
17. All other duties, within the custodial realm, as directed by the Head Custodian/Building Principal.

JOB DESCRIPTION --- ADMINISTRATIVE SECRETARY

QUALIFICATIONS	: 1. Two years post-secondary training or two years secretarial job experience. 2. Proficient typing skills; take and transcribe dictation by shorthand or an acceptable alternative substitute. 3. Knowledge of business machines.
RESPONSIBLE TO	: Individual Administrator to whom assigned.
SUPERVISES	: All Secretaries and Clerk-typists in assigned office.
JOB GOAL	: To assure the smooth and efficient operation of the office to which assigned.
PERFORMANCE RESPONSIBILITIES	: 1. After consulting with immediate supervisor, assigns responsibilities to other secretarial and clerk-typists in assigned office. 2. Takes and transcribes dictation, including correspondence, reports, notices, confidential evaluations and observation 3. Maintains a regular filing system, as well as a set of locked confidential files and processes incoming correspondence as instructed. 4. Places and receives telephone calls and records messages as applicable. 5. Obtains and organizes pertinent data as needed and puts it into usable form. 6. Orders and maintains office supplies as needed. 7. Performs and delegates bookkeeping tasks associated with the specific position. 8. Maintains a schedule of appointments and make arrangements for conferences and interviews. 9. Welcomes visitors and arranges for their comfort. 10. Any other duties and responsibilities assigned by immediate supervisor.
TERMS OF EMPLOYMENT:	Salary and work year to be according to current contract between the Flemington-Raritan Custodial and Secretarial Association and the Flemington-Raritan Regional Board of Education.
EVALUATION	: Administrative secretarial performance will be evaluated by individual administrator, using the approved evaluation report. Evaluations will be followed by a conference between the employee and the individual administrator to whom assigned.

JOB DESCRIPTION --- SECRETARY

- QUALIFICATIONS** : 1. Experience as a secretary or training in the secretarial field.  
2. Proficient typing skills; take and transcribe dictation by shorthand or an acceptable alternative substitute.  
3. Knowledge of business machines.
- RESPONSIBLE TO** : Individual Administrator or Administrative Secretary to whom assigned.
- JOB GOAL** : To assist and relieve Administrative Secretary.
- PERFORMANCE RESPONSIBILITIES** : 1. Takes and transcribes dictation, including correspondence reports, notices.  
2. Performs all office routines and practices associated with the office.  
3. Maintains such student records as shall be required.  
4. Places and receives telephone calls and records messages as applicable.  
5. Any other duties and responsibilities assigned by Administrative Secretary or immediate supervisor.
- TERMS OF EMPLOYMENT:** Salary and work year to be according to current contract between the Flemington-Raritan Custodial and Secretarial Association and the Flemington-Raritan Regional Board of Education.
- EVALUATION** : Secretarial performance will be evaluated by individual administrator using the approved evaluation report. Evaluations will be followed by a conference between the employee and individual administrator to whom assigned.

JOB DESCRIPTION ---- CLERK -TYPIST

QUALIFICATIONS : 1. Above average typing ability and knowledge of general office routines.  
2. Knowledge of business machines.

RESPONSIBLE TO: : The individual Administrator, Administrative Secretary, and in their absence, the Secretary.

JOB GOAL : To assist in the efficient operation of the office.

PERFORMANCE RESPONSIBILITIES : 1. Perform routine clerical duties.  
2. Places and receives telephone calls and records messages as applicable.  
3. Such other duties as may be assigned by the Administrative Secretary or Administrator, and in their absence, the Secretary.

TERMS OF EMPLOYMENT: Salary and work year to be according to current contract between the Flemington-Raritan Custodial and Secretarial Association and the Flemington- Raritan Board of Education.

EVALUATION: Performance will be evaluated by individual administrator using the approved evaluation report. Evaluations will be followed by conference between the employee and individual administrator to whom assigned.